

Job Description

Position: Manager of Accounting
Department: Corporate Services
Reports to: Director of Corporate Services
Status: Full-Time; Permanent
Location: Town Hall (274 Main Street, Antigonish)

General Accountability

Under the direct supervision of the Director of Corporate Services, the Manager of Accounting is responsible for finance and accounting activities as delegated by the Director. This role is the key day-to-day accounting position for the Town. Primary responsibilities include timely preparation of monthly financial and departmental reporting including variance analyses, supporting reports for budget, ensuring appropriate revenue and expenditure allocations for all funds, bank reconciliations for the various accounts, assisting with annual audit preparations, preparation of reports for Provincial and Federal Governments, and assistance with the annual budget process. In addition, the Manager will supervise finance and front office staff and provide assistance to other management and staff as required.

Responsibilities

General Ledger

- Maintain General Ledger Chart of Accounts;
- Review G/L balances for proper distribution of revenue and expenditures in accordance with current policies and the Provincial Financial Reporting and Accounting Manual (FRAM);
- Ensuring monthly reconciliations, including all subledger reconciliations, prepared by finance staff are prepared and ready for Director's sign off;
- Maintain detailed fixed assets subledger;
- Determine and record any other entries as required.
- Maintains accounting ledgers by verifying and posting account transactions.

Banking

- Ensure all bank accounts are reconciled on a timely basis;
- Ensure all bank-initiated transactions are properly recorded and interest is appropriately allocated as may be required;
- Determine and initiate bank transfers as required and ensure interfund balances are funded on a timely basis.

Supervisory:

- Direct supervision over and perform annual performance reviews in accordance with the Town's Performance Management Program, for the following positions: Water Clerk, Electric/Tax Clerk, and Senior Accounting Clerk.
- Ensure staff receive proper training and support related to their role

Audit:

- Preparation of year end audit;
- Ensure all account analyses and reconciliations are complete and accurate prior to commencement of year end audit timelines;
- Support the audit process with the preparation of working papers, lead sheets, financial statements and other information or reports as required by the Director.

Accounts Receivable

- Approve accounts receivable adjustments;
- Monitor aged accounts receivable and review for purposes of making a recommendation on an appropriate allowance;
- Supervise Tax Sale process for outstanding taxes and provide assistance as required;
- Supervise and assist with collection procedures on receivable accounts in accordance with established procedures;
- Ensure weekly and monthly billing processing for all Town business is completed accurately and timely;
- Develops new systems and approaches to work;
- Ensures full maximization of existing resources including Diamond.
- Analysis of old accounts for write-offs;

Financial Reporting:

- Prepare monthly financial statements and departmental reports, perform variance analyses, and review with Director of Corporate Services and Department heads as may be required;
- Timely preparation and submission of all Provincial and Nova Scotia Utility and Review Board reporting requirements;
- Review established policies and procedures and make recommendations for changes and improvements as necessary;
- Reviewing processes and procedures and making recommendations for improvement.
- Work with Director of Corporate services and other department heads to prepare fiscal year budgets for all funds

Customer Service and Departmental Activities:

- Provide assistance to the general public, answer phones, front counter customer service, as required;
- Respond to incoming complaints within the scope of authority and/or redirect accordingly;
- Maintain close working relationship with members within the department to ensure continual exchange of information with on-going activities;
- Participate in departmental and town organized training and development activities in addition to attending career development training;
- Protects organization's value by keeping information confidential;
- Other assigned responsibilities within the scope of the position.

Staff Support:

- Competent in all areas of the Department, will provide support to Finance staff members included in the Supervisory section above.
- Backup for Payroll and AP. Ensure all reporting for AP and Payroll is completed correctly.
- Provides support to administration staff related to payment arrangements
- Act in the capacity of Director in the event of their absence

Other Duties:

- Arranges technology for onboarding of new employees
- Work with directors to develop and issue RFQ's and public tenders for various purchases in accordance to the Town's procurement policy
- Review and negotiates contracts for cellular phones, copiers, mailing machines and other miscellaneous office equipment
- Work with municipal services group for Diamond software

Qualifications

- Degree in Business with accounting major and Professional Accounting Designation (CPA) preferred;
- Minimum of five years post graduate experience, preferably in a municipal government environment;
- Preference for candidates with experience in fund accounting;
- Experience in personnel management preferred;
- Excellent knowledge of all finance and accounting functions;
- Working knowledge of computer applications;
- Preference given to candidates with experience with Diamond financial software.

Additional Skills and Abilities

- Excellent interpersonal and communication skills;
- Excellent organizational skills;
- Possess problem solving ability, be self-directed, demonstrate the ability to work to meet deadlines, possess a high level of attention to detail, and have the ability to multi-task.

Relationships

Internal:

The Manager of Accounting will work closely with the other employees in the Administration Office. They will also develop working relationships with all members in other Departments of the Town.

External:

Externally, they will liaise with outside companies and organisations that are Service Providers. They will interact with Auditors, Departments and contacts at other municipalities, citizens and customers of government, the water and electric utilities and the wind farm.